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MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Promotions of Military Personnel

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1. On 15 June 1953 the Personnel Office forwarded to the Deputy Director (Administration) recommendations addressed to the Department of Defense for the promotion of eight officers serving on detail from the Armed Forces. Incorrect and inadequate development of these materials created problems and difficulties which must be avoided in the future. Shortcomings reflected in the processing of these actions are summarized in the following categories:

- a. Time Limit for Release from Agency: The Chief, Military Personnel Division stated that the recommendations were already due at the Defense Department at the time the actions were brought to this office for approval. Referral on this basis precludes adequate review by this Office and cannot be condoned for future actions unless necessitated by exceptional circumstances.
- b. Justification: Half the actions submitted were not accompanied by supporting material from offices to which these candidates for promotion were assigned. Under such circumstances it was impossible for this Office to exercise review, and additional delay resulted from the need for the Military Personnel Division to forward such supporting data.
- c. Procedural Compliance: CIA Notice provides that recommendations in final form will be prepared for the signature of the Director for promotions to the grade of Lieutenant Colonel. Despite the fact that each action received from your office fell in this category, the recommendations were prepared for the signature of the Deputy Director (Administration). 25X1A

2. In order to avoid jeopardizing favorable action on these recommendations through further delays, this Office felt obligated to disregard the Agency procedure cited above. Accordingly, the Deputy Director (Administration) signed the recommendations for release to the Department of Defense.

3. Please take the necessary steps to preclude recurrence of the difficulties reviewed in this memorandum.

15/
L. K. WHITE
Assistant Deputy Director
(Administration)

SA/DDA:DCK:djm(23 June 1953)
Original - Addressee
1 - DD/A Chrono.
1 - DD/A Subject.